



**ISBRA &  
APSAAR**  
World Congress  
on Alcohol  
and Addictions  
23 - 26 September  
**2024**  
Melbourne, Australia

## **SYMPOSIUM SESSION- PRESENTER GUIDELINES**

On behalf of the Organising Committee, we would like to thank you again for your contribution to the Congress and look forward to welcoming you.

Please take the time to **read these presentation guidelines ahead of time** to ensure your presentation is successful.

### **REGISTRATION DETAILS**

#### **Prior to the Congress**

All presenters are required to register and pay for the Congress. If you have not yet registered, please [click here](#) and complete the registration form and payment. Registrations must be received by **Tuesday 20 August 2024**. Failure to register by this date may result in the withdrawal of your presentation from the program.

#### **Onsite at the Congress**

Please visit the registration desk located in the **Goldfields Theatre Foyer** of the Melbourne Convention and Exhibition Centre (Convention side) when you first arrive and collect your name badge.

#### **Registration Desk Operating Hours**

Monday 23 September 2024	0730-1930
Tuesday 24 September 2024	0800-1730
Wednesday 25 September 2024	0800-1730
Thursday 26 September 2024	0800-1630

*\* Please note that these timings are subject to change*

If you have any queries regarding the program or your presentation, please visit the registration desk during the Congress.

### **SPEAKER PREPARATION ROOM**

A Speaker Preparation Room will be available at the Congress for you to upload or make changes to your slides for your presentation. Please visit **Speaker Preparation Room (Press room) located** on the ground level of the MCEC behind the registration desk to upload your slides.

#### **Speaker Preparation Operating Hours**

Monday 23 September 2024	0730-1800
Tuesday 24 September 2024	0800-1730
Wednesday 25 September 2024	0800-1730
Thursday 26 September 2024	0800-1630



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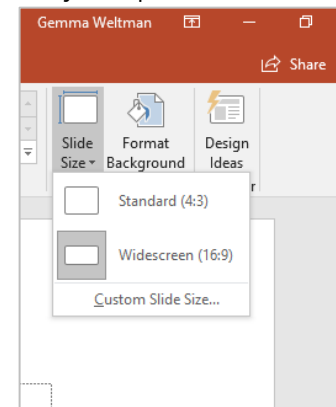
All symposia sessions must compile all their slides into a **single slide deck/PowerPoint file**. This file must then be uploaded to the first presenter of the symposia session.

## POWERPOINT PRESENTATIONS

Speakers are required to submit their presentations via the [Abstract Submission Portal](#) prior to attending the Congress. All presentations are recommended to be uploaded into the Abstract Submission Portal by **Tuesday 17 September 2024**. This is to ensure your presentation is uploaded and tested prior to you attending on the day. *Note that only the submitting author will be able to submit the PowerPoint Presentation for the abstract.*

Speakers will be able to make changes to their presentation during the Congress up until **two (2) hours prior** to the allocated presentation time. As a backup, please ensure to bring a copy of your presentation to the Congress on a USB.

Presentations must be prepared in Microsoft PowerPoint. Should your presentation be in Mac format, this must be **converted to PC format prior to arrival** at the Congress.



Please note: Standard PowerPoint presentations need to be adjusted to fit the projector to avoid black edges on your PowerPoint slides. Please ensure your PowerPoint presentations are in 16:9 and **not** 4:3. To adjust your presentation, please [click here](#) and follow the steps.

Videos and/or animations must be embedded in the presentation file and cannot be linked to independent files. Please ensure that these are also saved as individual files on your USB.

**All PowerPoint presentations are highly recommended to be [uploaded to the online portal by Tuesday 17 September 2024](#)**. When uploading your presentation, ensure you select the correct submission type: **+ Submit PowerPoint Presentation**. Remember that you can edit the presentation during the Congress (as above).

For symposia sessions, please ensure that only the first presenter is uploading the slide. All symposia sessions must compile all their slides into a **single slide deck/PowerPoint file**.

*Note that only the submitting author will be able to submit the PowerPoint Presentation for the abstract.*



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## PRESENTATION TIPS

Everyone processes information differently; however, we encourage you to convert text-heavy slides into a visual format because of the below reasons:

- 90% of the information processed by the brain is **visual**.
- The human brain processes **images** 60,000 times faster than text.
- Your audience is six times more likely to recall what you have presented.
- 80% of people will remember what they see as opposed to 10% of what they hear and 20% of what they read.

You can do this by creating diagrams, using a graph, including infographics, using photography and icons, or using a hero image with a statement, quote, or idea.

## AUDIO VISUAL EQUIPMENT

The following audio visual equipment will be in every session room at the Congress:

- Projection screen and data projector
- One presentation computer with Windows OS, Office and Adobe Reader. For presentations scheduled in the plenary room, the computer will be located at the back of the room at the audio-visual desk
- Microphone attached to the lectern

**Internet access will not be available from the presentation computer. Please have all your videos and fonts embedded into your presentation.**

Should you require additional equipment it is essential that you contact the Congress Managers to discuss your requirements. We will try to accommodate requests; however this cannot be guaranteed.

A floating technician will be available to handle any problems that may arise.

## CHECK YOUR SESSION DETAILS

Please visit the [Congress website](#) well ahead of time to confirm the details of your session within the program. The program is subject to change, so we recommend that you check the program regularly for any further updates.



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## ARRIVE AT YOUR SESSION EARLY

Please meet in your session room **at least 15 minutes prior** to the start of the session. This will allow time for your session chair to meet you, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

## TIME ALLOCATION

For your oral presentation, you have been allocated **a total of 90 minutes**.

- For a symposium with 4 speakers, each speaker will have **20 minutes**.
- For a symposium with more than 5 or more speakers, each speaker will have **15 minutes**.
- The final **10 minutes** of a symposium are reserved for additional questions and general discussion.

Please encourage all symposia speakers to adhere to their respective time frame. To maintain synchrony among the concurrent sessions within the program, it is important that your allocated presentation time is adhered to.

Should another presenter in your session fail to appear, the chairperson will keep to the program running order. The same policy applies should the session finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

## SPEAKER PROCEDURES

- Your presentation will be available from the electronic lectern. If you are not familiar with this equipment, visit your session room early or check into the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on at all times. There is no need to switch them on/off.
- In the unlikely occurrence of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- Please keep track of your time.

## SESSION ROOM SET UP

There will be reserved seating for you at the front of the room for the duration of the session. You should be seated in the reserved seats from where you will be called to the lectern in sequence by the Chair.

## LANGUAGE

Please note that the official Congress language is English. **All presentations must be prepared and delivered in English.**



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## **CONTACT THE CONGRESS MANAGERS**

Should you have any questions about your presentation, please advise the Congress Managers as soon as possible.

### **ISBRA 2024 Congress Managers**

Phone: +61 3 8888 9500

Email: [isbra2024@arinexgroup.com](mailto:isbra2024@arinexgroup.com)

Website: [www.isbra2024.com](http://www.isbra2024.com)

**Thank you for your help in making the Congress a success.**